

TENDER DOCUMENT

TENDER NO. DTCB 026 -2021

**IT EQUIPMENT ROOMS - ENVIRONMENTAL CONTROLS
MONITORING FOR DIAMOND TRADING COMPANY BOTSWANA**

TENDER SUBMISSION DATE: 16TH APRIL 2021

CLOSING TIME : 1600HOURS

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1. Overview

Diamond Trading Company Botswana (DTC Botswana) is a 50/50 Joint Venture partnership between the Government of the Republic of Botswana and De Beers. It is the world's largest and most sophisticated rough diamond sorting and valuing operation.

DTC Botswana sorts and values Debswana Diamond Company's rough diamond production. Debswana Diamond Company (Pty) Ltd is a 50/50 Joint Venture partnership between the Government of the Republic of Botswana and De Beers. The main purpose of DeBeers Company is to mine and recover diamonds optimally and responsibly.

2. Invitation to Tender

Prospective bidders are invited to tender for: IT equipment rooms - Environmental Controls Monitoring at Diamond Trading Company Botswana.

Background

Equipment rooms and data centres contain a mix of both hot and cool air – server fans push out hot air while running, while air conditioning and other cooling systems bring in cool air to counteract all the hot exhaust air. Maintaining the right balance between hot and cool air has always been foremost in maintaining data center uptime. If a equipment room gets too hot, equipment runs a higher risk of failure. That failure often leads to downtime, lost data, and lost revenue. The higher the temperatures, the more risk of server failure and data loss, and the more important to have proactive monitoring equipment in place that can quickly notify you when an environment issue occurs.

3. Project deliverables

Implement a software solution to address the future requirements and eliminate all challenges.

- a) Provide detailed project plan including Gantt Chart
- b) Assess and review environment, including stakeholder engagements in and outside of DTCCB
- c) Develop a secure solution to address future requirements.
- d) Demonstrate through UAT that the client has requested is indeed what they requested and they are capable to deliver on the above
- e) Any other necessary requirements
- f) Verify and signoff

Current State

We have thirteen (13) equipment rooms in the building that house different equipment to run systems and applications, like CCTV, Networking and security devices, PA systems, Intercoms, etc. The rooms are currently monitored using manual check and a monitoring system in some equipment rooms (MessageLabs) for alerting anomalies.

Current challenges

- Inability to detect, monitor and alert;
 1. Water leakages
 2. Humidity
 3. Flooding
 4. capture Power logs
 5. detect fire
 6. remotely manage equipment rooms
 7. UPS battery Power levels
 8. real time access into the equipment rooms

Future State

The proposal is identify a solution to provides multiple ways to proactively monitor these environmental conditions to make sure our most important resources and assets are always protected. .

4. Submission of Proposal

Proposals should be emailed to **oramopedi@dtcb.co.bw** on or before closing date on **the 16TH April 2021 at 1600hours.**

Facsimile or telephonic submissions will not be accepted. Late and incomplete submissions will not be accepted.

5. Enquiries

Any request for clarification should be emailed to **oramopedi@dtcb.co.bw** on or before the closing period. Written responses including an explanation of the query but without identifying the source of inquiry will be sent to all prospective bidders that have been invited to tender.

6. Tender Validity Period

Tenders shall be valid for 90 calendar days from the tender closing date.

7. Authority of tender

The Tender must be signed by a person duly authorised to do so.

8. Errors in the tender document

There shall be no erasing or overwriting for any mistake which is corrected in the tender document

9. Cost of Bidding

DTCB shall not be liable for any expense incurred in preparation and submission of a bid.

10. Form of Tender

Tenderers are required to complete and submit form of tender contained in **Annexure D**.

11. Tender submission and award

- I. DTCB reserves the right to amend or cancel this request for quotation.
- II. DTCB is not bound to appoint the lowest or any other bidder.
- III. The decision on the award solely remains with DTCB.
- IV. The proposals shall be written in English.

12. Compliance Requirements

Successful bidder will be expected to comply with the following:

- i. DTCB Safety, Health and Environment requirements as detailed in **Annexure B**.
- ii. Business Integrity principles as detailed in **Annexure C**.
- iii. Security Requirements as detailed in **Annexure D**.

13. Clarification of Proposals

To assist in the examination, evaluation and comparison of bids, DTCB may at its discretion, ask the bidder for clarification of its proposal. The request for clarification and the response shall be in writing and no change in the prices or substance of the proposal shall be sought, offered or permitted. Any effort by the bidder to influence DTCB in its evaluation, comparison or award decision will result in the rejection of the bidder's proposal.

14. Delivery of Goods

Goods shall be delivered at DTC Botswana, Plot 63016, Block 8, Airport road, Gaborone. Supplier shall produce an invoice and/or delivery note which shall be signed by the receiving personnel indicating receipt of the goods. Bidders are requested to

indicate delivery time which comprise time for ordering and actual delivery to DTC Botswana.

15. Standards

The goods supplied shall conform to the specifications.

16. Insurance

The goods shall be fully insured against loss or damage incidental to acquisition, transportation, storage and delivery.

17. Packaging

The supplier shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to DTCCB.

18. Warranty

The supplier shall warrant that the goods supplied are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials. The supplier shall further warrant that all goods supplied shall have no defects arising from design, materials or workmanship.

19. Taxes and Duties

Supplier shall be entirely responsible for all taxes, duties e.t.c incurred until delivery of the goods to DTC Botswana.

20. Proposed Price and Payments

- i. Bidders are required to provide a detailed price breakdown which covers supply and delivery of goods to DTCCB.
- ii. Price charged by the supplier for goods delivery shall not vary from the price quoted by the supplier in his bid
- iii. Payment shall be made within 30 days from the date of receipt of an invoice. Payment shall be made through electronic funds transfer into the supplier's account.
- iv. Quoted price shall be in the currency of the country where the bidder operates e.g BWP for Botswana based company.

21. Company Documents

Bidders are requested to submit the following company documents:

- a) Copy of a Certificate Of Incorporation (CIPA Certificate of Incorporation and Company Extract for Botswana registered Companies)
- b) Submission Of Directors details
- c) Submission Of a Copy of form 13/2 Containing Directors' Details
- d) Copy of a Valid Tax registration Certificate or Exemption thereof
- e) Copy of VAT Registration Certificate (if registered for VAT)

22. Security Vetting

Respondents to the tender shall be subjected to the DTC Botswana internal security vetting process. Prospective bidders are required to complete the security form in **Annexure E** and submit it with the tender documents.

23. Medical Examinations

Successful contractor will be required to submit valid (less than 1 year) medical examination certificates for all its key personnel and sub-contractors who would be deployed to provide cleaning services at DTC Botswana. The cost of medical examinations should therefore be included in the financial proposal.

24. Work Permits

Contractors are required to arrange work permits for their non-citizen personnel to be allowed access into the DTCCB building to provide the service. This cost should be included in the financial proposal.

25. Health and Safety

To reduce the spread of COVID-19 in the workplace, the contractors' employees, agents and subcontractors shall be required to produce COVID-19 negative test results not older than 72 hours to be permitted to access DTCCB facility. They shall further be required to adhere to all COVID-19 preventative measures adopted by DTCCB along with the National health protocols from the Ministry of Health and Wellness. In the event that DTCCB conducts COVID-19 testing, the contractors are expected to participate and adhere to the COVID 19 protocols if a positive case is identified.

26. Confidentiality

All documentation and any other information produced will be the intellectual property of DTCCB exclusively and should be treated as confidential. No information obtained by the Service Provider shall be given or applied to a third party without written consent from DTCCB.

ANNEXURE A : TENDER EVALUATION CRITERIA

The tender evaluation shall be carried out in three stages:

- **Stage 1:** Compliance
- **Stage 2:** Safety Health and Environment Assessment Criteria
- **Stage 3:** Technical Evaluation
- **Stage 4:** Financial Evaluation

STAGE 1: COMPLIANCE STAGE

Proposals should satisfy the following compliance requirements to be considered for further evaluation:

- a) Copy of a Certificate Of Incorporation
- b) Submission Of Directors details
- c) Submission Of a Copy of form 13/2 Containing Directors' Details
- d) Copy of a Valid Tax registration Certificate or Exemption thereof
- e) DTCCB Security Vetting Outcome (DTCCB's internal process)

STAGE 2: SAFETY HEALTH AND ENVIRONMENT ASSESSMENT CRITERIA

Proposals should satisfy the following SHE requirements to be considered for further evaluation:

- a) Submission of a SHE Policy
- b) Submission of a Risk Management Plan
- c) Submission of SHE appointees' credentials; abridged curriculum vitae containing their academic and/or professional qualifications and relevant experience.

STAGE 3: TECHNICAL EVALUATION

The following shall be considered at this stage:

Compliant bids shall be evaluated to determine compliance to the set criteria. Technical evaluation shall account for 80% of the marks.

The following shall be considered at this stage:

- a) Consultancy firm years of experience
- b) Key personnel curriculum vitae detailing their academic qualifications and experience in delivery of similar solutions
- c) References written by clients where similar service has been rendered in the recent past
- d) Methodology and Approach for undertaking the exercise
- e) Project Plan

STAGE 4: FINANCIAL EVALUATION

Technically compliant bids shall be subject to financial evaluation. In the financial evaluation of the tender, the following will be considered:

a. Arithmetic Check:

- The tender will be checked for arithmetic errors. Tenderers will be notified in writing for any errors.
- Where there is discrepancy between amounts in figures and in words, the amount in words will be considered;
- Except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price quoted will be the price considered.
- Amounts corrected as above will be binding on the tenderer. If the tenderer does not accept them, their tender will be rejected.
- Amount should include VAT if the tenderer is VAT registered.

ANNEXURE B: SAFETY HEALTH AND ENVIRONMENT OBLIGATIONS

Every member of the Contractor's Team shall, whilst at DTCB adhere to the following DTC Botswana SHE requirements:

1. SHE induction
 - Members shall attend SHE induction prior to commencing work provided by the DTC Botswana SHE section. The induction will be in 2 parts, namely:
 - ❖ General induction
 - ❖ Site specific induction done in conjunction with the area line manager
2. Hazard identification and Risk Assessment (HIRA)
 - ❖ Individuals and groups shall conduct risk assessments in their areas of work and manage the identified risks.
3. SHE Training
 - ❖ Where required, individuals shall attend identified SHE training as per the training matrix and schedule.
4. Personal Protective Clothing (PPE)
 - ❖ Where required, every member shall wear protective clothing and keep same in the condition as stipulated in the PPE policy
5. OHSAS Requirements
 - ❖ All members shall comply with the DTC Botswana requirements regarding OHSAS 18001. These may include being asked to partake in the audits/inspections, incident investigations and being available for interviewing during inspections, audits or investigations
 - ❖ SHE procedures as amended and or reviewed from time to time shall be complied with
6. Incident Reporting and Investigation
 - ❖ All members of the Contractor shall familiarise themselves with and report incidents and accidents as and when they happen to them or in their area(s) of work as described in the incident reporting and investigation procedure
7. DTC Botswana SHE Policy
 - ❖ The DTC Botswana SHE policy shall be the overriding SHE Policy on site

ANNEXURE C: BUSINESS INTERGRITY PRINCIPLES

The Contractor and, where applicable, each member of the Contractor's team shall adhere to the following requirements, during the time this agreement is in place:

1. Comply with all applicable laws dealing with corruption.
2. Ensure that no offer, promise or gift of money or anything of value, is made to any employee of DTCB or anyone else, to influence action or inaction or to obtain an improper advantage from DTB, or for DTCB or a third party.
3. In the event that the Contractor or any member of its team becomes aware of any act or omission, that is or seems to be fraudulent, corrupt or improper, involving DTCB in any way, a report should be made to DTCB by the next working day.
4. Have an anti-corruption, ethics or business integrity policy.
5. Conduct business in an ethical manner.

ANNEXURE D: SECURITY OBLIGATIONS

The Contractor and each member of the team shall adhere to the following security requirements, whilst at DTCB:

1. Security Induction

The members of the team must all undergo a detailed security induction carried out by DTCB.

2. Precious and Semi-Precious Stones Act Cap 66:03

Comply with the Act, which regulates the rough diamond business in Botswana; in terms of which Debswana and DTCB premises have been declared Precious Stones Security Area.

3. DTCB Diamond Risk Management Policies as listed below

3.1 Access Control

The policy details the requirements for entry and exit of employees, visitors and contractors within the security area.

3.2 Goods Movement

The policy details the requirements for entry and exit of all goods and assets carried by employees, visitors and contractors within the security area.

3.3 Product Protection

The policy details the requirements for control of some specific activities within DTCB carried out by employees, visitors and Agreementors within the security area.

4. DTCB Diamond Risk Management Procedures as listed below

4.1 Access Control

4.2 Goods Movement

4.3 Product Protection

4.4 Diamond Audit

ANNEXURE E – SECURITY VETTING FORM

Please complete the form below and submit with the tender proposal. Attach copies of Directors' IDs.



SUPPLIER/VENDOR VETTING FORM

1	Name of Supplier/Vendor/Contractor	
2	Business registration number or identity number of sole proprietor/partnerships	
3	Vat number	
4	Trade Name/s of business	
5	Nature of business i.e. Core Industry of business	
6	Type of business e.g. Sole Proprietor / Pty Ltd / CC / Partnership / Limited / Parastatal / Other (specify)	
7	Full name and surname of authorized signatory	
8	Designation of authorized signatory	
9	Domicilium address (i.e. this is your address at which you will accept service of legal notices/ documents)	
10	Physical address and Postal address	
11	Tele/cellphones and Fax numbers	
12	Email addresses of directors and signatories	
13	Holding company name and registration number	
14	Affiliations (Company name(s) and registration)	

I authorize and give consent to DTCB in obtaining information regarding me and my company

Name..... Surname

Date: Signature

ANNEXURE F – FORM OF TENDER

**Diamond Trading Company Botswana
Plot 63016, Airport Road
Block 8
Gaborone**

Having examined the invitation to tender (ITT) document the receipt of which is hereby duly acknowledged, we, the undersigned, offer to undertake the assignment in accordance with the tender documents for the sum of(amount in figures) Vat exclusive.
Amount in words.....Vat exclusive.

If our tender is accepted, we will deliver the goods within..... weeks from receipt of official purchase order

We agree to abide by this for a period of ninety (90) days from the date fixed for tender opening and it shall remain bidding upon us and may be accepted at any time before expiration of that period.

We understand that you are not bound to accept the lowest or highest or any tender you may receive.

On behalf of the tenderer

Name:

Title:

Tel No.....

Email Address.....

Date: